

New Hampshire State Council on the Arts
Meeting Plan and Budget
Traditional Arts Apprenticeships

Master Artist name:
Apprentice name:

MEETING PLAN

A **Traditional Arts Apprenticeship** is a period of intensive study between a master artist and an apprentice. The apprenticeship should take place over a **6 - 10 month period** and a master and apprentice should meet for a **minimum of 65 hours total**.

Please plan your meetings below. You will use the **total # of meetings** to calculate mileage and the **total # of hours** to calculate the master artist fees. Please fill in blue cells.

Item	Response	
Total number of months (minimum of 6)	<input style="width: 100%;" type="text"/>	
# of meetings per month	<input style="width: 100%;" type="text"/>	
Total # of meetings (multiply months x # of meetings)	<input style="width: 100%;" type="text"/>	Use this number to calculate mileage request
# of hours per meeting	<input style="width: 100%;" type="text"/>	
Total # of hours (multiply # of hours x # of meetings)	<input style="width: 100%;" type="text"/>	Use this number to calculate master artist fees

MASTER ARTIST BUDGET | Maximum Request \$3,000.00

	# Hours	Total
Number of hours at \$30/hour (For the total, multiply total # of hours by \$30)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Supplies (If it is necessary to purchase supplies or materials for the apprenticeship, please list them and the estimated costs in the blue fields. Materials should be consumable supplies such as wood splints, fabric, feathers, guitar strings, audio cassette tapes, etc.) **Estimated Cost**

Total master artist supplies (this row cannot exceed \$500.00)	<input style="width: 100%;" type="text"/>

Master artist travel (Please fill out blue fields.)	From	To	
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
	# miles round trip	# of meetings	
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
(Multiply # of miles x # of meetings)	Total # of miles	<input style="width: 100%;" type="text"/>	
(Multiply total # of miles x \$.655)	Total master mileage request (\$.655/mile)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Other expenses (please list)	Cost
	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
Total master artist other expenses	<input style="width: 100%;" type="text"/>
TOTAL MASTER ARTIST REQUEST (Add total hours + total supplies + total mileage + total other expenses. This row cannot exceed \$3,000.00)	<input style="width: 100%;" type="text"/>

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APPRENTICE BUDGET | Maximum Request: \$1,000.00

Please note that no fees for apprentice time can be requested.

Supplies (If it is necessary to purchase supplies or materials for the apprenticeship, please list them and the estimated costs in the blue fields. **Estimated Cost**
 Materials should be consumable supplies such as wood splints, fabric, feathers, guitar strings, etc.)

Total apprentice artist supplies	

Apprentice travel (Please fill out blue fields.)

	From	To
	# miles round trip	# of meetings
(Multiply # of miles x # of meetings)	Total # of miles	
(Multiply total # of miles x \$.655)	Total apprentice mileage request (\$.655/mile)	

Other expenses (please list)

Cost

Total apprentice other expenses	
TOTAL APPRENTICE REQUEST (Add total supplies + total mileage + total other expenses. This row cannot exceed \$1,000.00)	